

ENGINEERING SERVICES MANAGER

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work directing and coordinating the activities of a section of the Engineering Services Division.

Work involves responsibility for planning, developing, directing, supervising and evaluating the activities, projects and services provided by Engineering Services. An employee in this class is expected to exercise considerable initiative and independent judgment within the framework of established guidelines and policies. General supervision is received from the City Engineer with work being reviewed through the effectiveness of section activities and projects. Supervision is exercised over a staff of professional and technical employees.

EXAMPLES OF WORK PERFORMED

Supervises, plans, schedules and evaluates the work of professional and technical employees; coordinates section activities; reallocates staffing resources to meet changes in project priorities and requirements.

Prepares sectional budget and justification; approves purchases.

Monitors status of programs and specific projects; reviews and recommends changes for proposed construction projects; reviews program and project costs and recommends changes for cost containment; attends meetings with contractors, consulting engineers, property owners, City Council, Planning Commission, County Board and other governmental agencies at plan-in-hand, preconstruction progress and neighborhood/business meetings.

Coordinates the method and calculation of special assessments and presents to the Board of Equalization.

Manages all computer hardware and software attached to CEIS server; provides help desk support for computer related problems within the Department; provides resource forecasts and budgetary recommendations for computer system needs.

Coordinates Department's application development with City/County GIS applications to facilitate sharing of information with other agencies and the general public.

Coordinates programs and plan preparation for resurfacing program, bridge joint and deck repair, brick repair and pedestrian bridge heating system repair contracts; monitors and recommends changes to the sidewalk repair/construction program; oversees bridge inspection program and follows-up with needed maintenance.

Coordinates the preparation of plans and contract documents for construction of transportation systems, storm drainage systems, water distribution systems, wastewater collection systems, traffic control systems and various other municipal infrastructure projects such as solid waste collection and disposal, railroad safety and consolidation projects and urban development construction projects.

Writes proposal requests for engineering services, establishes review committees, reviews proposals and negotiates contracts with consultants; supervises staff in the administration of contracts or oversees personally; advises consultants regarding City policies so project development is consistent with other infrastructure projects undertaken by the City.

Supervises the development of Streets and Highways Capital Improvements, Storm Drainage Capital Improvements and Engineering Services Operating budgets, which also includes the same for the RTSD (Railroad Transportation Safety District).

Establishes priorities for various major transportation and street widening projects; tracks and administers general obligation bond issues for storm drainage; assists in supervision of the Storm Water Drainage Basin Master Planning functions.

Coordinates with Public Works Business Office to insure all charges to and reimbursements for projects are assigned to the proper projects and funds; assists in planning the development of accounting reports to allow for accurate, timely and meaningful information, budget control and account ability.

Responds to public requests for information to include advice on the establishment of improvement districts, future street widening projects, sidewalks and bikeways, land development policies, drainage problems and traffic congestion and signalization; makes presentations to schools, neighborhood groups, benevolent societies and public service and business organizations.

Writes and interprets standard documents required for construction of municipal infrastructures to include design standards, standard specifications for municipal construction and Lincoln Standard Plans.

Develops and maintains a working rapport with other governmental agencies, citizen committees, the media, elected officials and other City departments through discussions, meetings and agreements.

Coordinates the preparation of specifications; interprets special provisions and plans; approves traffic control and finished work; processes pay estimates and accepts work at the end of the warranty period; initiates change orders, authorizes additional work; suspends work when necessary and enforces contract provisions.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works and utility projects.

Thorough knowledge of land and engineering survey systems, methods and techniques.

Thorough knowledge of computer hardware and software attached to the Department's server.

Thorough knowledge of application development as it pertains to City/County GIS applications.

Thorough knowledge of the principles of management and organization.

Thorough knowledge of organizational and administrative policies.

Thorough knowledge of computer operations and equipment as related to engineering.

Ability to interpret rules, regulations and policies and to make independent decisions in accordance with established precedent.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely, in written or oral form.

Ability to establish and maintain effective working relationships with the Mayor's office, City Council, Planning Commission, County Board, media and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in business administration, business management, civil engineering, computer science or related field and considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business administration, business management, civil engineering, computer science or related field and experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

Employees may be required to possess any of the following if required by the position to which assigned.

Registration as a Professional Engineer. If registered in another state, must obtain State of Nebraska registration within six months of appointment.

Approved by: _____
Department Head

Personnel Director

12/98
Revised 9/2002

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